



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

June 6, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-68

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Leave Rolls in ISIS HR

Prior to the implementation of ISIS HR, a Division of Administration policy decision was made with the support of Civil Service on how leave rolls would be handled in ISIS HR. Although this material was discussed at ISIS HR implementation meetings, this memo serves as agency supportive documentation on this matter. When annual leave is entered into ISIS HR, it is applied in the following order:

<u>If entered:</u>	<u>Quota reduction order:</u>
LA /annual	1.5 K > ST K > Annual
LBFM /FMLA Self	LB (sick) > ST K > Annual
LAFM /FMLA Family	ST K > Annual
LALB /annual lieu Sick	1.5 K > ST K > Annual
LD /workers comp	LB (sick) > 1.5 K > ST K > Annual

If an employee that isn't on family medical leave has taken all of his or her LB/ sick leave, ISIS HR will issue a message stating "insufficient quota". Therefore, the time administrator must enter the appropriate leave, either LALB/ annual leave in lieu of Sick or LWLB/ leave without pay in lieu of Sick. LALB is annual leave requested when all sick leave has been exhausted.

If there are any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

Penny Jones 342-5354  
Angela Woods 342-5345  
Angel Vernon 342-5344

Orneatha Wright 342-5357  
Paula Rotolo 342-5377

JWC:ASW/kmb